

## **REVISED EXAMINATION ANNOUNCEMENT**

**April 15, 2021**

EXAM TITLE: FORESTER III  
EXAM CODE: 1FS0103  
EXAM BASE: PROMOTIONAL  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: **May 3, 2021\***

The bulletin announcing the above examination has been amended as follows:

\*The final filing date has been extended to **May 3, 2021**. Applications postmarked after **MAY 3, 2021** will **NOT** be considered for this examination.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application***



## **FORESTER III**

Exam Code: 1FS0103

**DEPARTMENT(S):** Department of Forestry & Fire Protection  
**OPENING DATE:** March 22, 2021  
**FINAL FILING DATE:** May 3, 2021  
**EXAM TYPE:** PROMOTIONAL  
**SALARY:** \$6,940.00 - \$8,777.00  
**LOCATIONS:** Statewide

### **EQUAL EMPLOYMENT & DRUG FREE STATEMENTS**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

### **WHO CAN APPLY**

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **May 3, 2021** unless otherwise noted on the class specification.

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the experience requirements by the written test date unless otherwise noted on the class specification. This is a **promotional** examination.

Applicants who meet the minimum qualifications must meet one of the following requirements to apply on a **promotional** basis:

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of their exam date, in order to participate in this examination; or
2. Applicants must have been employed with the department within the last three years, without a break in State civil service; or
3. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in the Government Code Section 18992; or
5. Must be a person retired from the United States military, honorably discharged from active duty as defined in Government Code Section 18991.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

## **HOW TO APPLY**

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*
- A Training and Experience Narrative which is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

## **SUBMIT BY MAIL OR IN PERSON:**

Department of Forestry and Fire Protection  
710 Riverpoint Court  
West Sacramento, CA 95605  
Examination Unit – (Attn: Diana Valenciano)

## **DO NOT SUBMIT APPLICATIONS VIA E-mail**

Applications postmarked or personally delivered after the final filing date, **May 3, 2021** will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.***

## **EXAMINATION INFORMATION**

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

### **TRAINING AND EXPERIENCE NARRATIVE - WEIGHTED AT 100%**

#### **A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FIVE QUESTIONS:**

1. Consistent with CAL FIRE policies and procedures, list and explain at least four techniques used to promote employee effectiveness in your programs.
2. You get a citizen complaint for a Forester II in a unit not associated with your program. Please explain three or more steps you would take to ensure the correct procedures are followed?
3. List the four goals and at least four objectives of the CAL FIRE 2019 Strategic Plan, and explain how each applies to CAL FIRE's Resource Management Program.
4. One of your employees is first on the scene to a multi – casualty traffic collision. Following the incident, you notice a dramatic change in the employees' behavior that is affecting their work performance. Utilizing Department policies and procedures describe at least four initial steps you would take to address the behavior change.
5. During the past year, you have experienced a 50% staffing vacancy rate in the program you manage. Please explain at least three or more steps you would take as a program manager to address your position vacancies while ensuring critical program function and staffing are maintained?

#### **When preparing your Training and Experience Narrative; follow the instructions below:**

- Nothing smaller than Arial 10-point font
- Limit your responses to no more than a total of five pages (**Only the first five pages will be scored**)

- Your document MUST be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above.

**APPLICATIONS RECEIVED WITHOUT A NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.**

**PLEASE NOTE:** All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [FORESTER III](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

It is anticipated Training and Experience Narrative evaluations will be held in **May 2021**

## **MINIMUM QUALIFICATIONS**

**License Requirement:** Possession of a valid license as a Registered Professional Forester issued by the California State Board of Forestry and Fire Protection.

**AND**

**Experience:** One year of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester II (Supervisory).

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

## **ELIGIBLE INFORMATION**

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **POSITION DESCRIPTION**

Foresters III perform the most difficult, sensitive, and complex forest, range, watershed management, protection, and planning duties such as responding to inquiries from legislators, advocate/civic groups, and citizens; administering a region or statewide resource management program; and supervising the review and processing of timber harvesting plans.

Foresters III may have in-charge responsibility for the largest State Forest and in units with large resource management programs. Foresters III are responsible for planning, organizing, and directing the forest, range, and watershed management activities in an administrative area. Foresters III may supervise a staff of Foresters.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

1. English grammar (e.g., sentences, phrases, words) for accurate report writing.
2. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
3. Principles of organizational management and program administration to provide efficient and effective program delivery
4. Department supervision policy and procedures (e.g., progressive discipline, employee evaluations) to ensure employee effectiveness.
5. Federal and State laws and Department policies (e.g., Equal Employment Opportunity, Americans with Disabilities Act, Family Medical Leave Act) to provide resources to employees and ensure compliance.
6. Health and Safety laws and Department policy (e.g., Injury and Illness Prevention Program, California Occupational Safety and Health Act, Violence in the Workplace, Workers Compensation Program) to maintain a safe working environment.
7. Department attendance and leave policies and procedures to accurately maintain employee records and ensure compliance.
8. The signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
9. Employee Support Services programs for employees and their families having personal or work-related problems (e.g., substance abuse, family issues, emotional, stress-related, financial, legal) to inform employees and their families of services available to assist them.
10. Policies and procedures used to interview, select, and hire candidates.
11. Supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.

12. Laws and Department policies regarding mandatory training for employees.
13. Natural resource management principles and practices to guide the application of Department programs and responsibilities.
14. Federal, State, and local environmental forest and fire laws (e.g., Public Resource Code, California Code of Regulations, Forest Practice Act, California Environmental Quality Act), and Department policies and procedures to ensure compliance and enforcement for public safety and environmental protection.
15. Other agencies' roles, purposes, and jurisdictional authorities to effectively work together on collaborative objectives.
16. Basic techniques and methods of team building and leadership for successful job performance.
17. Incident management organization, standards and management practices (e.g., Incident Command System, Standardized Emergency Management System, National Incident Management System) for emergency preparedness among Federal, State, and local agencies for public safety.
18. Board of Forestry and Fire Protection's policies and the Administrative Procedures Act to guide the development of new policies and regulations and effectively accomplish the Department's mission.
19. Wildlife management and wildlife habitats to protect fisheries, terrestrial fauna, and plants at a level commensurate with a professional forester's scope of license and expertise.
20. Silvicultural methods and their application to ensure that timber harvesting plans are approved and implemented consistent with professional standards and California Forest Practice Rules.
21. Watershed management and erosion control methods to protect natural resources.
22. Environmental effects from land management and incident related activities (e.g., vegetation treatment methods, range management) and mitigation measures necessary to protect forest resources and health and safety of personnel and the public.

***Skill to:***

1. Read and interpret various sources of information (e.g., maps, street signs, reference manuals, training materials, issuance, reports, correspondence) for successful job performance.
2. Communicate performance standards and expectations to personnel for successful job performance.
3. Document and complete employee performance evaluations for successful job performance.
4. Keep staff motivated to accomplish program goals.
5. Inspect, investigate, and document projects or incidents to determine compliance with Federal, State, and local laws and regulations, and Department policies and procedures.

6. Manage and respond to sensitive and/or high profile issues to achieve Department goals and objectives.
7. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
8. Prepare clear and concise reports to communicate effectively.
9. Develop and deliver effective oral and written presentations for information exchange and education of employees, management, and others.
10. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to accomplish program goals.
11. Identify environmental impacts and develop or evaluate mitigation to protect natural resources.
12. Communicate performance standards and expectations to personnel for successful job performance.
13. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.

***Ability to:***

1. Exhibit ethical behavior, display appropriate conduct, and maintain a high level of professionalism in accordance with Department policies and procedures.
2. Interact effectively with a variety of personalities and situations without discrimination to comply with laws and regulations.
3. Read, write, and speak English to effectively exchange information and accomplish daily tasks.
4. Work effectively with others (e.g., co-workers, fire protection agencies, the public, landowners, governmental agencies, business community) to ensure successful job performance.
5. Communicate clearly and concisely in English to be understood and to provide necessary information.
6. Prepare accurate and concise reports and correspondence for effective job performance.
7. Effectively promote equal employment opportunity and maintain a work environment which is free of discrimination and harassment.
8. Read and interpret information (e.g., reference manuals, training materials, issuance, laws, regulations, reports, maps, data, correspondence) to acquire knowledge and effectively perform required job duties.
9. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
10. Reprioritize urgent assignments with short notice when new assignments are given.
11. Effectively plan and implement programs, projects, and emergency operations for successful job performance.
12. Maintain a valid driver's license to enable the legal operation of Department-owned equipment.



13. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
14. Evaluate, review, analyze, and apply information and technical data to make sound decisions.
15. Adjust to changing work environments to accomplish daily tasks.
16. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to provide a productive and safe work environment.
17. Identify the need to consult with experts outside your area of expertise to accomplish the responsibilities of the Department.
18. Listen effectively for successful job performance.
19. Operate a variety of electronic equipment (e.g., personal computer, cameras, audio/visual systems, computer software) for successful job performance.
20. Determine and establish priorities for the completion of assignments.
21. Work long and arduous hours to accomplish the responsibilities of the Department.
22. Maintain records for successful job performance.
23. Demonstrate leadership under stressful conditions in both emergency and non-emergency situations for successful job performance.
24. Interpret and explain codes, rules, and Department policies and procedures.
25. Apply safety practices, policies, and procedures for workplace safety and protection.
26. Gather, compile, and apply information and data from various sources for program accountability, research, decision making, and developing action plans for inclusion in written and oral reports, communication, and completion of assignments.
27. Function in stressful situations or emergencies to accomplish the responsibilities of the Department.
28. Safely operate vehicles in adverse operating conditions to accomplish daily activities.
29. Develop and deliver presentations for informative exchange, education of employees, management, and Department needs.
30. Effectively develop, evaluate and communicate performance standards and expectations to ensure staff accomplishes the responsibilities of the Department.
31. Delegate and coordinate the work of others to meet project's objectives.
32. Supervise the work of others to plan, organize, direct, control, and evaluate performance to ensure efficient, safe, and effective completion of assignments.
33. Develop and implement creative solutions to accomplish program objectives.
34. Oversee the implementation of new and/or revised programs for successful job performance.
35. Inspect and investigate to determine compliance with Federal, State, and local laws and regulations, and Department policies.

36. Fulfill supervisory responsibilities under the Ralph C. Dills Act for successful job performance.
37. Integrate information into proposed regulatory and policy language to achieve goals of the program and Department.

### **FELONY DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

### **BACKGROUND INVESTIGATION INFORMATION**

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

### **CITIZENSHIP REQUIREMENTS**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

### **CONTACT INFORMATION**

Department of Forestry and Fire Protection  
(916) 894-9580  
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones  
Equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is  
reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## GENERAL INFORMATION

**For all examinations (with or without a written feature),** it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

**If a candidate's notice** of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available online** at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Forestry and Fire Protection** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board,

or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Confidentiality and Security:** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or [Cal Careers](#).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.